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10 JAN 1964

MEMORANDUM FOR: Assistant Deputy Director for Plans

SUBJECT : Hearings on the FY 1965 Financial Plan

1. As part of the effort to develop the Agency's 1965 Financial Plan, the Office of Budget, Program Analysis and Manpower will be conducting hearings with selected components during the forthcoming weeks.

2. Because the Financial Plan, when approved, will provide the framework within which Agency operations must function during the next fiscal year, it is most important that the Budget Division review with your division and staff chiefs the essentials of their FY 1965 operating budgets. A schedule of DD/P meetings has been worked up with the help of

3. The hearings are limited to about one hour each since much of the coverage normally required for financial planning has been covered in the DD/P operating programs available to BPAM and in the DD/P sessions held thereon with BPAM Program Analysis Staff personnel in attendance.

4. At the conclusion of the hearings and before any final decisions are made, I will want to go over the principal issues with you or Dick Helms personally.

Lyman B. Kirkpatrick
Executive Director-Comptroller

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